

ARMY
MEDICAL
LIBRARY

SERVICES AVAILABLE

7th STREET & INDEPENDENCE AVE., S.W.
WASHINGTON 25, D.C.

1 JUNE 1950

THE ARMY MEDICAL LIBRARY FUNCTIONS AS THE NATIONAL LIBRARY FOR THE MEDICAL SCIENCES. IT PROVIDES THE NATIONAL MILITARY ESTABLISHMENT AND THE NATION WITH ACCESS TO THE WORLD'S MEDICAL LITERATURE AND MATERIAL FOR MEDICAL RESEARCH. THE LIBRARY'S COLLECTIONS CONSIST OF APPROXIMATELY ONE MILLION TITLES.

SERVICES

THE LIBRARY IS OPEN TO THE PUBLIC

Tuesday, Thursday, Friday, Saturday - 8 A.M. to 5 P.M.

Monday and Wednesday - - - - - 8 A.M. to 9 P.M.

Sunday - - - - - 1 P.M. to 5 P.M.

Closed Monday and Wednesday evenings and Sunday during
July and August.

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LOANS

The material in the Library is available for loan to medical officers on active duty and to members of the medical professions practicing within the District of Columbia; loans to other individuals are made only through other libraries or institutions.

Regulations applying to all interlibrary loans are as follows:

1. Loans are made only to other public or medical libraries or institutions. Individual readers should make their requests through them.
2. Material is loaned for two weeks from date of receipt, with the privilege of extension upon request. Transportation charges both ways are to be paid by the borrower. Shipment is made by express collect, unless sufficient postage for mailing is sent with the request.
3. Request forms are available from the Circulation Section, Reference Division. The duplicate will be

returned to the institution making the request, with any necessary notations, should the title not be available.

4. The request for a medical book should show: Full name of author; title of work, with date and place of publication. The request for an article in a medical journal should show: Name of journal; date of issue, or volume number; author's name; title of article, and page on which it appears.

5. Loans are made on condition that the greatest care be taken in packing the material on return to prevent damage in transit. Among other precautions, the corners and edges of books should be well protected; and pamphlet material should not be rolled, nor placed inside of books, but sent flat, preferably by mail.

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PHOTODUPLICATION

Microfilms and photoprints of items in the collection may be ordered, using AML Form 48 as an order blank. Microfilms may be borrowed or purchased; photoprints must be purchased unless they are ordered for official business in the Department of National Defense.

The purpose of photoduplication is to extend the services of the Library to those at a distance who cannot come in person to consult its collections. In the Army Medical Library it provides an economical and efficient means of contributing more largely to the advancement of medicine and the public welfare.

In order that photoduplication may render the greatest possible aid to those engaged in medical research, the following policies in regard to its

conduct will be observed:

1. Requests for microfilms and photoprints for official business in the Department of Defense will be filled free of charge.
2. The Library will lend without charge, single microfilm copies of original articles published in medical periodicals not available locally. Such loan requests should be routed through Libraries, Governmental Agencies, or Research Institutions. The microfilm, being a part of the duplicate collection of the Library, may be used for ninety days and will be returned to the Library at the end of the loan period.
3. Single microfilm copies will also be sold to those desiring to retain them at a rate of fifty cents for each fifty pages or fraction thereof from a single article.
4. For the benefit of those not having facilities to read microfilms, single photoprint copies of separate articles from periodicals will be supplied at a charge of fifty cents for each five consecutive pages or fraction thereof from any one article.
5. Except when the order is accompanied by the written permission of the copyright owner, the Army Medical Library will reproduce neither entire periodical issues, nor books or portions thereof, nor make multiple copies, when protected by copyright.
6. All requests must be submitted in duplicate on Army Medical Library official order blanks (AML Form 48). A supply will be furnished on request. Instructions as to preparation of the Form 48 are shown thereon.
7. All photoduplication orders must be accompanied by payment in cash or by check or money order made payable to the Treasurer of the United States, or by

Army Medical Library Coupons which may be ordered in any quantity from the Library at fifty cents each.

8. Foreign users may use UNESCO Book Coupons in payment for photoduplication service. These coupons are issued in denominations of twenty five cents, one, three, and ten dollars. They are now on sale in many foreign countries. Further details are available from the United Nations Educational, Scientific and Cultural Organization, 19 Avenue Kleber, Paris 16.

9. Ordinarily photoduplication materials will be sent by regular mail. On request the Army Medical Library will air-mail microfilm at the following additional charges:

Domestic. Twelve (12) cents for the first item and six (6) cents for each additional item in a single mailing.

Foreign. Twelve (12) International Reply Coupons for the first item and six (6) International Reply Coupons for each additional item in a single mailing.

International Reply Coupons may be purchased at any Post Office in any country. The coupons must be inclosed with the order for microfilm.

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REFERENCE SERVICE

Reference Assistants are ready to help those who come to the Library. Questions which require brief search will be answered by telephone (RE. 6700, Ext. 2285). Lists of literature on specific subjects are compiled in response to requests from medical officers on active duty and for others who have exhausted the resources of their local libraries.

TRANSLATORS AND RESEARCH WORKERS

A register of translators and research workers with whom private arrangements can be made is maintained by the Library for the convenience of those who may require such services.

HISTORY OF MEDICINE DIVISION

The Library's large collection of works published before 1800, together with material relating to it, is housed and administered by its History of Medicine Division, 11,000 Euclid Avenue, Cleveland 6, Ohio.

SURGEON GENERAL'S REFERENCE LIBRARY

A small collection of recent, significant books and periodicals is maintained in Room 2751, Navy Building for the convenient use of the staff of the Office of the Surgeon General. Requests for material which is in the main collection are handled by the assistant in charge.

PUBLICATIONS

1. The INDEX-CATALOGUE OF THE LIBRARY OF THE SURGEON GENERAL'S OFFICE is a publication of the Army Medical Library. Volume I of the First Series was published in 1880, and Volume X of the Fourth Series, covering

material indexed under the letters "M-MEZ," was published in 1948. Copies of the INDEX-CATALOGUE are deposited in medical libraries throughout the world, and additional copies may be found in many other research institutions.

2. The CURRENT LIST OF MEDICAL LITERATURE is a monthly publication of the Library which lists the contents of scientific journals currently received. A subject and author index is included with each issue. The CURRENT LIST is distributed on request in limited quantities to the following:

- a. Any installation, office, officer on active duty, or consultant with the National Military Establishment.
- b. Any agency or office of the federal government, for official use. This includes private contractors working under the Research and Development Board of the Surgeons General in the National Military Establishment.
- c. Any private institution, or publisher, on exchange or anticipated exchange for any serial medical publication published anywhere in the world.

Subscriptions to the CURRENT LIST are available through the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

3. NEW BOOKS AND SERIALS is an occasional, selected list of titles published during the last three years and received by the Library; it is available on request.

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Letters requesting information about the Army Medical Library and its services should be addressed

THE DIRECTOR
ARMY MEDICAL LIBRARY
7th Street & Independence Ave., S.W.
Washington 25, D.C.